



City of Hermosa Beach
1315 Valley Drive, Hermosa Beach, CA 90254
310.318-0203 - Fax 310.372-6186
Email: recordsrequest@hermosabch.org



Received By: CC
Referred To: Com Dev
Date Referred: 11-9-17

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): Kelly McCann	Email: request@prefapp.com
Address:	Phone: 310-372-4144
City:	Fax:

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

RE: Property Address: 310 31st St, Hermosa Beach, CA 90254 APN: 4181-020-023

Request for all building permits and certificate of occupancy documents issued for the above mentioned property. Physical copies of official documents are not required. The documents requested are for review and verification purposes for a real property appraisal.

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature

Date

For Departmental Use Only:

Action Requested:

☐ Review Only
☐ Copies Requested

Action Taken:

☐ Document Reviewed
☐ Copies Provided
☐ Refusal/Reason

By _____ Date _____

☐ Non-Existent Document
☐ Other (Please Explain)

For City Clerk's Use Only:

Date Requestor Notified _____ Notified By: _____ Date Picked Up or Mailed _____

Lizanne Castillo

From: Kelly McCann <request@prefapp.com>
Sent: Wednesday, November 08, 2017 7:06 PM
To: Records Request
Subject: Public Records Request Form Attached
Attachments: 19058 city of HB records request - Flattened.pdf

Hello,

I am a local appraiser working on an appraisal for a property in Hermosa Beach and would like to review all issued permits on file with the city of Hermosa Beach for the property noted on the attached request form.

Thank you for your assistance and have a wonderful day!

Sincerely,

Kelly A. McCann
Preferred Appraisals, Inc.
Certified Residential Appraiser
License Certification #: 3004140
State: CA Expires: 11/07/2018
kelly@prefapp.com
(310) 372-4144

This message is confidential and may be privileged, and is intended for the use of the addressee only. If you are not the addressee (or a person responsible for delivering this transmission to the addressee), do not use, disseminate, or copy this transmission in any way, but promptly contact me by telephone.